

- Step 1 After a project has been initiated, the project designer will determine if a permit determination has been done on the project. If not, the project designer will request a permit determination from the appropriate District Environmental Section. Stated more precisely, the District Design Engineer or the Central Office project designer will make his/her request to the District Environmental Manager. The request is accompanied by a topo map and preliminary plans, if available, indicating the limits of the project and Form [LD-252](#) requesting supporting data.
- Step 2 Upon receipt of this request, the District Environmental Section shall survey the project and determine what permits **MAY** be required. They shall notify the project designer initiating the request as to their determination.
- Step 3 Upon receipt of the permit determination, the project designer is to notify all other disciplines who will be involved in the design of the project and, if a permit is required, requests that they furnish their respective components of the permit assembly at the earliest appropriate time. The District Design Engineer shall furnish the Central Office Coordinator a copy of the determination.

Typically, the project designer prepares the location map and basic sketches. If a bridge is involved, the bridge designer prepares the bridge sketch and obtains the hydraulic commentary from the Central Office Hydraulic Section. For facilities other than bridges, the project designer obtains the Hydraulic Commentary from the unit that designed the drainage items. The project designer obtains the construction commentary from the Scheduling and Construction Division in the case of a central office project or the Assistant District Engineer in charge of construction, if a district project, and if necessary, obtains the necessary property data from the respective Right of Way unit.

It is important to note that the initial permit determination is based on cursory data and is usually conservative, reflecting the most disruption that may be anticipated as a result of the proposed construction. If it becomes apparent during the development of a more detailed design that the proposed project will have little or no effect on the aquatic environment, the project designer shall request a review of the permit determination. To facilitate this, he shall submit a rough sketch showing the extent of the proposed activity (For details see Figure C-4-1).

- Step 4 If a project requires a permit, as noted on the permit determination and after the project designer has received the required sketches and other information from the various disciplines involved, he will compile the permit assembly. The project designer will forward the entire assembly to the District Environmental Section making the permit determination. This step should occur after the public hearing requirements have been met and approximately one year prior to the project advertisement date.

The District Environmental Section will file the necessary permit applications on behalf of the Department.